

FY2010 Checklist for Submitting Regional Arts Grant Application

Applicants must provide complete information on all forms, authorized signatures where indicated, assurance that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.

All first time applicants should provide items 1 – 2 with the Letter of Intent. These materials will remain on file in the JCAC office, recording eligibility of your organization to apply for funding in the future. Update documents on file if there has been a change of leadership or status of the organization.

- _____ 1. Articles of Incorporation or Enabling Legislation - 1 copy
(Resubmit if it has been revised since last submitted to the IAC)
- _____ 2. IRS Determination Letter of Tax Exempt Status - 1 copy
(Resubmit if it has been revised since last submitted to the IAC)

All applicants should provide items 3 – 6 with the application materials. (Total of 8 (eight) copies of each item are required for complete application. (one original with original signatures plus 7 additional copies). Missing items (or those items not completed according to provided format) must be submitted/corrected within provided deadlines or they will cause the application to be ineligible for review during this fiscal year.)

- _____ 3. Application Forms (pages 1 through 7) and Narrative Responses
- _____ 4. Financial Statement for most recently completed year. (This is an un-audited document, not an audit -- See Definitions in guidelines, pages 31-32)
- _____ 5. Governing Board Roster (names, offices, terms of office, addresses)
- _____ 6. Project Timetable
- _____ 7. **Optional** Printed Promotional Materials that illustrate the quality of past programming (Strongly suggested--- Please limit to 3 items per set of application copies)

Format of the completed packets for applications:

- _____ Complete applications with all sections required included in each set.
- _____ 8 complete sets (one with original signatures by the authorizing official for the applying Organization, plus seven additional copied sets may be photocopied, but must be legible).
- _____ All sections are typed. This includes the budget items.
- _____ Each set is stapled in the left corner with **3 holes punched** on the side for use in a standard 3-ring binder.
- _____ No additional materials (including folders or covers) that were not requested are included in the packet.

Deadline for Letter of Intent: Friday, February 13, 2009 by 4:30 pm.

Deadline for all applications: Friday, March 13, 2009 by 4:30 pm.

Application Instructions

Disclosure Statement

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the Web page, www.IndianaArts.org, a site available to the general public and utilized by the IAC for reporting data on arts activities around the state.

Please read the entire guidelines, instructions, and application packet before beginning. If you are unsure about the category appropriate to your needs, the status of your organization, or have other questions, please call the Jasper Community Arts Commission (Jill Watson, Regional Services Coordinator 482-3070) for assistance.

All applications must be typed. **Handwritten applications will not be accepted.** Use typeface or fonts no smaller than 10-point. The following instructions correspond to the numbered items in Sections A.-H. on the FY2010 Application, pages 1-7.

SECTION A. GRANT REQUEST INFORMATION

1. **Letter of Intent** – Include the date that you were provided notice of approval of your proposed arts activities through your letter of intent. Notice will be provided via email or phone call to the Grant contact listed on the application in Section B, number 4.
2. **Grant Program** - Check the box that corresponds to the type of funding you are seeking. Select one program only.
3. **Amount Requested** - Enter the amount on line B10 of the Budget Summary (pg. 6).
4. **Beginning and Ending Dates** - If requesting APS, enter the month, day, and year the **project will begin** and the month, day, and year **the project will end**. If your project activities identified in your timeline finish prior to 6/30, please indicate the earlier date as your ending date. All projects must take place between 7/1/09 and 6/30/2010. If requesting AOS, enter: 7/1/09 - 6/30/2010 for the full year of Support. The dates for your project must coincide with your proposal for activities and must match presented timeline.
5. **Name of Staff Person Consulted** - Enter the name of the Jasper Community Arts Commission staff person who helped you with this application. Applicants are strongly encouraged to seek consultation prior to submitting applications.

SECTION B. APPLICANT INFORMATION

1. **Legal Name** - Enter the legal name of the applicant organization as it appears in the incorporation papers or enabling legislation.
2. **Address** - Enter the applicant's complete address (including street, city, zip code and the zip plus four) and county. If the mailing address for distribution of any grant notification is different than the legal address, please include both addresses with this application.
3. **Telephone and E-mail Numbers** - Enter the applicant organization's complete telephone number (including area code). If available include a complete E-mail address.
4. **Contact Person** - Enter the name, address, telephone number (including area code), and E-mail address of the person to contact with questions regarding this application. This may be the person writing the grant application, the President or Director of your organization, or someone within the organization both knowledgeable about the project and also available for phone/email consultations during the entire grant period. You may

- identify 2 contact persons (one for the application process and another for the project or granting period) if you wish. Please provide all contact information in this space.
5. **Authorizing Official** - Enter the name, title, address, telephone number (including area code) and E-mail address of the person who is legally authorized to file this application on behalf of the applicant organization and who will sign the application's Compliance Statement and Accessibility Statement. (Proof of authorization may be requested.) Note that this individual is usually the Director or President of the organization. If another member is planning to serve in this role for the purposes of this grant application or during this period, documentation signed by the lead officer of the organization should be on file with the JCAC prior to application (with Letter of Intent). If this authorizing official changes during the grant period, please notify the JCAC's Regional Services Coordinator immediately so that contract information will remain current.
 6. **Federal Employer Identification Number (FEIN)** - Enter the number assigned by the IRS to all nonprofits, whether or not they have employees. (Contact the IRS office nearest you to obtain an application for a FEIN if you do not currently have one.)
 7. **Applicant Institution** - Enter the 2-digit code that best describes the purpose of the applicant organization. See FY2010 Grant Guidelines: Appendix E, page 29 for the code sheet.
 8. **Applicant Status** - Enter the 2-digit code that best describes the legal status of the applicant organization. See Appendix E, page 29 for code sheet.
 9. **State House District #** - Enter the 2-digit code for the Indiana General Assembly House of Representatives district in which the applicant (organization's official mailing address) is located.
State Senate District # - Enter the 2-digit code for the Indiana General Assembly Senate district in which the applicant organization is located.
U.S. Congress District # - Enter the 2-digit code for the U.S. House of Representatives district in which the applicant organization is located.
 10. **Fiscal Sponsor** (APS applicants only) - Check "yes" or "no" to indicate if the tax-exempt organization identified in item B.1. is serving as a fiscal sponsor for another entity which will actually carry out the project (i.e., the "sponsored entity"). If "yes", enter the name, mailing address, telephone number, FAX number, county and township of the sponsored entity. (See pages 9 and 21 to determine if you need a fiscal sponsor. See Appendix A for fiscal sponsor responsibilities.)

SECTION C. COMPLIANCE STATEMENT

Carefully read the compliance statement and additional information concerning the compliance statement under civil rights in "Conditions and Requirements" section (Guidelines booklet page 19). This section must be signed and dated by the authorizing official.

SECTION D. DEMOGRAPHIC INFORMATION

This data is required by the Indiana Arts Commission and the National Endowment for the Arts.

1. **Number and Characteristics of People Served.** For each line (a. - l.), enter the number of people represented in each column:
 - Column 1 -- All persons served (including artists)
 - Column 2 -- Artists Served
 - Column 3 -- Staff (do not include board members)
 - Column 4 -- Volunteers
 - Column 5 -- Governing Body or Board;

****NOTE:** Line H. is the SUM of lines A-G in each column. Lines I.- K. are individual totals and are not added together.

2. **Program Specific Questions.**

Indicate if the project is primarily about “presenting/touring”, by answering “Yes” or “No”.

Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Respond “yes”, to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves be touring in different areas.

3. **Arts Education Project Information.**

If this is an arts education project, also specify size and type of target audience. Be realistic with your estimates. Organizations should have quantitative measures of the educational outcomes from the projects included in their final grant reports if indicating projects for Arts Education.

SECTION E. PROJECT INFORMATION

(Project refers to the funded activity only for APS or the full year of support for AOS.)

1. **Select the goal or goals that the funded activity will address.** These goal statements are the same goals that you will need to respond to in your final grant report.
2. **Type of Activity** - Enter the 2-digit code that best describes how the grant will be used. See Appendix E, page 28 of the Grant Program Guidelines, for code sheet.
3. **Discipline and Medium** - Enter the 2-digit numeric code that best describes the primary artistic discipline of the applicant and the project. Where applicable, also enter the alpha code that describes the artistic medium. See Appendix E of the Grant Guidelines, for code sheet.
4. **County to be served** - Enter the name of the Indiana County or Counties that will be served by the funded project. A county is considered served if the activity takes place in that county, or the artists involved or the audience members attending reside in that county. If more than one county will be affected through artist participation or as audience members, include all counties (alphabetically please).

SECTION F. NARRATIVE

Follow the instructions outlined on pages 4-5 of the application forms. Answer all 12 items and provide each response with the corresponding number from the application in order to help the Review Panel find the information that you are providing. Be concise and as brief as possible in your responses. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to-the-point. This is the main portion of the application addressing the evaluation criteria from which your panel score is obtained. You are restricted to a maximum of 3 double-sided sheets to respond to all 12 questions.

SECTION G. PROJECT TIMETABLE

Use the format shown on Application page 5 to provide a detailed implementation timetable for the period of the funded activity. Funded activities must take place within the July 1, 2009-June 30, 2010 calendar.

SECTION H. PROPOSED BUDGET SUMMARY

Round all figures to the nearest dollar; **no decimals should be entered on any budgetary page** of this application. Enter a zero (0) in line(s) where no expense or income is estimated.

In some cases, applicants may include in-kind income, which is “the value of donated materials and services,” for a portion of their required local match. Refer to “Local Match Requirements” and Appendix B to determine if you may use in-kind as a portion of your local match. Note the reporting requirements for this category before planning to incorporate these figures into your budgets.

ESTIMATED EXPENSES

For each estimated expense category in line 1 through line 13, indicate the amount that will be provided by each source:

- Column (A) -- Cash from all sources (including the IAC grant).
- Column (B) -- In-kind Contributions (the value of donated goods and services needed for the project). You will need to show documentation of these contributions in your Final Grant Report with signatures and final dollar figures for donated goods and services actually provided.
- For each line item in Column (C), enter the sum of the two corresponding expense columns: Column (C) = Column (A) + Column (B).

EXPENSE LINE ITEMS:

A1. Employee compensation, benefits and taxes

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. This will include only the salaries paid above and beyond the employees' normal wages and that pertain to this project only. Payments to outside administrative personnel engaged on a contractual basis are recorded on line A2.

A2. Professional fees and contracted labor

Costs of the artistic services of individuals or organizations who are not employees of the applicant organization, but who are engaged on a contract basis.

A3. Space Rental

Costs of the rental of any space needed for the project that is not usually available for the organization's use. You may not assign costs of space rental lost to your organization by using the facility yourself instead of renting it to others for profit.

A4. Travel/Transportation.

All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.

A5. Marketing/Promotional.

Include costs for all marketing/publicity/promotion for the project or activities described in the grant application. Include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion.

A6. Staff Development and Training

Include the costs of training for members of your organization as they relate to the described arts activities, or as staff development for the arts organizations applying in the AOS category.

A7. Supplies.

Include the projected costs of any materials or supplies necessary for completion of the described project. This line does not include equipment or materials that will remain in use beyond the scope of the funded project.

A8. Other expenses-Please specify.

All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, postage, sets, props, equipment rental, trucking, shipping and hauling expenses, fund raising expenses, printing, and insurance.

A9. Total Cash Expenses.

Add the amounts listed on lines A1 through A8 in Column (A) "Cash".

A10. Total In-Kind Contributions.

Add the amounts listed on lines A1 through A8 in Column (B) "In-Kind".

A11. TOTAL Expenses.

The sum of line A9 + line A10.

PROJECTED INCOME

B1. Service Fees, Contracted fees, and Admissions

Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project. Income from the sales of services arranged on contract with another agency or venue included in this project. Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.

B2. Corporate Support.

Cash support for the project from local businesses. (Do not include income from corporate foundations here; list that amount in line B3.)

B3. Foundation Support.

Cash support for the project from a nonprofit organization or corporate foundation whose primary purpose is to distribute money from an endowment.

B4 Government Support - Federal.

Cash support for the project from the federal government. Do not include Regional Arts Partnership funds.

B5. Government Support - Regional/State.

Cash support for the project from state agencies or consortia of state agencies such as Arts Midwest. Do not include Regional Arts Partnership funds.

B6. Government Support - Local.

Cash support for the project from city or county government agencies. Do not include Regional Arts Partnership funds.

B7. Individual contributions.

Direct public support such as contributions made directly to the project by individuals, or members of the organization.

B8. Other Revenue.

Cash revenue from sources other than those listed previously, including income from catalog sales, advertising space, gift shops, parking, investments, cash from current or anticipated resources NOT listed above that you plan to use for this project, etc.

B9. Total Non-Regional Arts Partnership Cash Income.

The sum of lines B1 through B8.

B10. Regional Arts Partnership Request.

The amount of funding requested from the Regional Arts Partner.

B11. Total Proposed Cash Income.

This is the estimated cash only income from all sources, including Regional Arts Partnership requested funds. Add line B9 + line B10.

B12. Total In-Kind Income.

This is the value of donated materials and services. This number should equal the amount in line A10.

B13. TOTAL Income.

This is the estimated income from all sources, including in-kind. Add line B11 + line B12. This number should equal the amount on line A11.

SECTION I. BUDGET LINE ITEM DETAIL

In this section, provide a line-by-line breakdown of the budget summary shown in Section H. of the Application.

Identify the expenses and income included that make up each segment of the budget. The explanation must provide sufficient detail so that the reader can easily determine how the amount listed for each line item was determined. In order to evaluate your request for support, staff and advisory panelists need complete information about projected costs and revenue sources. Applications without the level of detail shown in this sample will be returned to the applicant for revision.

A sample budget detail (See Appendix D, page 26-28) with the required level of explanation was provided for review. The sample Budget Line Item Detail shown was prepared with sufficient information for the panelist to understand how costs were determined, as well as the expected sources of funding (in addition to the grant request).

SECTION J. ACCESSIBILITY STATEMENT**The authorizing official must sign this form.**

In this section, the Applicant attests:

1. that arts related activities supported with federal and state funds will be accessible to people with special needs;
2. specifies the manner in which and by whom accessibility issues were identified and addressed; and
3. that records supporting these actions will be maintained by the grantee and made available to the Regional Arts Partner and the IAC, upon request.

Note: 1) Use Question 9 in the Application Narrative to explain your efforts to make arts related activities accessible to people with disabilities and other special needs (e.g., special seating, adaptive devices, targeted marketing, location of service, low cost tickets, etc.).

2) A sample accessibility self-assessment checklist is provided in Appendix C, page 24-25 of the Grant Guideline Booklet. The completed assessment does not need to be submitted but should remain on file with the application and report materials for this grant.

Support Documents

This section explains the items that applicants must provide with their funding requests. Not all items are required from every applicant each year. **Please review this section carefully** to identify which items you must submit. The checklist will also help you to include all necessary documentation.

These first items (1-2) must be submitted with the Letter of Intent or must be on file in the JCAC's Regional Coordinator's records from previous applications. Updates of these items must be submitted each time changes are made to these legal documents.

1. Articles of Incorporation

This item pertains to private nonprofit organizations only. First-time applicants, or organizations which have revised this item since last submitted to the IAC, including organizations which have revised their legal names, must submit one copy of their not-for-profit incorporation papers with the Letter of Intent. (If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576.) This item does not pertain to public entities.

Or Public Entity Enabling Document

This item pertains to public agencies (including public schools) and units of federal, state, and local government only. First-time applicants, or entities which have revised this item since last submitted to the IAC, including entities which have revised their legal names, must submit one of the public document that created the entity (e.g., local ordinance, executive order, regulation, legislation, etc.) with the Letter of Intent. This item does not pertain to private nonprofit organizations.

2. IRS Tax-Exempt Status Letter

This item pertains to private nonprofit organizations only. First-time applicants or organizations with name or other changes since last submitted to the IAC must send one copy of the Internal Revenue Service (IRS) letter that recognizes the organization's tax-exempt status with the Letter of Intent. This item does not pertain to public entities.

The following items (3-8) must be submitted with the Application forms each time the organization makes a request for Regional Arts Funding.

3. Governing Body Roster

This item pertains to all applicants. Applicants must provide current information about its governing body, including members' offices, terms of service and mailing addresses. Identify members of the Executive Committee.

Types of governing bodies:

- For an agency of city government--city commissioners.
- For a nonprofit organization--board of directors.
- For a parks and recreation department--park and recreation commissioners.
- For schools--board of education.
- For universities or colleges--board of regents, governing board for the performing arts series or department, as applicable.

4. Financial Statement

All applicants must provide an unaudited financial statement for the applicant organization's most recently completed fiscal year. This item is not the same as the audit. This document should be completed or reviewed by an outside source when possible, but does not need to be completed by a CPA. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year, or actual amounts for the previous year.

5. Manager's Resume

All applicants must provide a paragraph/statement regarding the administrative staff person responsible for the project or organization with the application. List qualifications for the manager position and experience in the organization.

6. Printed Promotion Material

All applicants may include representative printed promotional materials, with copies available for each original and each copy submitted. No more than 3 separate items are permitted in the application. These may include information about previously successful programs or projects (i.e., programs, catalogues, newspaper articles, etc.). These materials should be carefully selected and must compare in size with the application page; oversized pieces will not be accepted. Items will need to be hole-punched for use in a 3 ring binder or they will be discarded prior to review. (The Final Grant Report completed at the end of your grant period will require promotional materials from the project be submitted for full approval of the report and before final payment is made on the grant award. These materials should demonstrate required usage of all promotional logos and credit lines.)

8. Fiscal Sponsor Agreement

An APS applicant acting as a fiscal sponsor for an Indiana nonprofit organization that has applied for but not received verification of tax-exempt status must submit a copy of the agreement between the two organizations which outlines the roles and responsibilities of each regarding the funded project. (See Appendix A for information about fiscal sponsorship.) An organization may use a Fiscal Sponsor for one granting period, but will need special authorization from the Jasper Community Arts Commission/Regional Services Coordinator to use the sponsor a second year.